

Transferring Permanent Records to NARA Using ERA:

Cross-walking the ERA Transfer Request to the SF 258

Motion | Analog Records

Job Aid



The U.S. National Archives and Records Administration
8601 Adelphi Road
College Park, MD 20740-60001

SF-258 fields mapped to ERA Transfer Request (TR) fields

General Information Tab

Attach an approved Records Schedule Item. Once RSI is attached, several TR fields will be Pre-Populated (PP) using information from the Records Schedule.

Note: DAA #s are born ERA Record Schedules/Record Schedule Items. DAL is a legacy Disposition Authority (NI, NCI #). Agencies must submit a request to their appraisal archivist for legacy schedules to be put into ERA. A Transfer Request CANNOT be created without the appropriate DAA or DAL attached.

Search Create Tools

Transfer Request TR-0330-2011-0093

Save View PDF Cancel Delete

* = Required field

General Information Transfer Details Contact Information Related Assets Attachments

General Information

* Disposition Authority Number: DAA-0330-2011-0032-0001 * Electronic Legacy Data: No

* Agency or Establishment: Department of Defense

* Record Group: 0330 - Records of the Office of the Secretary of Defense

Major Subdivision: Defense Media Activity

Minor Subdivision: DIMOC

Manual Citation

Manual Citation	Manual Title

* Transfer Group Description: Official Video and Audio Recording of Department of Defense Activities Edit Spell check

LT: * Security Scan: No

Legacy Disposition Authority Number:

* Type of Legal Transfer: Direct Offer

Transaction Type

Add Delete

Transaction Number Type	Transaction Number

SF 258 (Block 6) (PP)

SF 258 (Block 5A) (PP)

SF 258 (Block 5B/D)

SF 258 (Block 4A)

Search Create Tools

Transfer Request TR-0330-2011-0093

Status Draft

Save View PDF Cancel -- Select Next Action -- Go Delete

Transaction Type

Add Delete

Transaction Number	Type	Transaction Number

Disposition Authority

Records Schedule Item Title: test

Inclusive Dates

* From: 1/1/1994

* To: 12/31/1999

NOT on SF 258 (PP)

SF 258 (Block 4B)

Access Restriction

* Access Restriction Status: Unrestricted

Specific Access Restriction: [Text Area]

Security Classification: SF 258 (Block 7)

Special Marking: [Text Area]

Statutory Citation: [Text Area]

Access Restriction Note: [Text Area]

Privacy Act Notice Number: No

Federal Register Volume: [Text Area]

Agency System Number: [Text Area]

Federal Register Page Number: [Text Area]

SF 258 (Block 12)

SF 258 (Block 7)

SF 258 (Block 13)

Use Restriction

Search Create Tools

Transfer Request TR-0330-2011-0093

Status Draft

Save View PDF Cancel -- Select Next Action -- Delete

Specific Access Restriction: [dropdown]

Special Marking: [dropdown]

Access Restriction Note: [text area]

Privacy Act Notice Number: No [dropdown]

Federal Register Volume: [text field]

Security Classification: [dropdown]

Statutory Citation: [dropdown]

Agency System Number: [text field]

Federal Register Page Number: [text field]

View Spell check

See previous slide

Use Restriction

* Use Restriction: Unrestricted [dropdown]

Specific Use Restriction: [dropdown]

Use Restriction Note: [text area]

Edit Spell check

Not on SF 258. Field used if some or all of the records may be subject to copyright or other intellectual property restrictions.

Records Type

* General Records Type: Moving Images; Sound Recordings [dropdown]

SF 258 (Block 9)

Save View PDF Cancel -- Select Next Action -- Delete

Search Create Tools

Transfer Request TR-0330-2011-0093

Status Draft

Save View PDF Cancel -- Select Next Action -- Go Delete

* = Required field

General Information Transfer Details Contact Information Related Assets Attachments

Transfer Details

PP from General Information Tab

Transfer Group Description: Official Video and Audio Recording of Department of Defense Activities View

Cutoff: Transfer Group Disposition Date: 7/21/2011

SF 258 (Block 8)

Current Physical Location of Records Agency Location: Yes

SF 258 (Block 8A)

Agency Name and Address: DIMOC-Riverside Edit Spell check

NOT on SF 258

Destination Physical Location of Records Location: National Archives at College Park - Archives II (College Park, MD) Destination Custodial Unit: NAWCS - Special Media Archives Services Division

See Next Slide

Transfer Method

Electronic Means Electronic Records Transferred by Electronic Means

Physical Means Electronic Records on Physical Media Physical Transfer of Non-Electronic Records

Physical Media Types - Non-Electronic Records

Quantity	Transfer Media Type	Container Description
500	Audio Cassette	
400	Video Cassette	

Search Create Tools

Transfer Request TR-0330-2011-0093

Status Draft

Save View PDF Cancel -- Select Next Action -- Go Delete

Location: National Archives at College Park - Archives II (College Park, MD)

Destination Custodial Unit: NWCS - Special Media Archives Services Division

*** Transfer Method**

Electronic Means

Electronic Records Transferred by Electronic Means

Physical Means

Electronic Records on Physical Media

Physical Transfer of Non-Electronic Records

*** Physical Media Types - Non-Electronic Records**

Add Delete

	Quantity	Transfer Media Type	Container Description
<input type="checkbox"/>	500	Audio Cassette	
<input type="checkbox"/>	400	Video Cassette	

SF 258 (Block 9)

SF 258 (Block 10)

List of Containers

Add Delete

	Number of Containers	Container Type	Container Description	Depth (inches)	Height (inches)	Width (inches)
<input type="checkbox"/>	* 100	FRC-S FRC Carton, Standard		15.000	10.125	12.250

Details of the List of Containers

Total Number of Containers: 100

Total Container Volume (cubic feet): 107.666

Container Numbers: 1-100

Populates from above information

Must fill in this information, does not PP

Save View PDF Cancel -- Select Next Action -- Go Delete

Search Create Tools

Transfer Request TR-0330-2011-0093

Status Draft

Save View PDF Cancel

-- Select Next Action -- Go

Delete

* = Required field

General Information Transfer Details Contact Information Related Assets Attachments

Transferring Agency Official

First Name: Luz Last Name: Ortiz
Title: OSD/WHS Records Manager Phone:
Email: Agency:

PP from user profile

Agency Approving Official

First Name: Last Name:
Title: Phone:
Email: Agency:

NARA Contact

First Name: Billy Last Name: Wade
Title: Archivist Phone: 301-837-3090
Email: william.wade@nara.gov Agency:

Other Contacts (Agency/NARA)

Add Delete

Table with columns: First Name, Last Name, Title, Phone, Email, Agency. Row 1: Bob, Smith, 555-555-5555, DoD

SF 258 (Block 5E)

Save View PDF Cancel

-- Select Next Action -- Go

Delete

ERA Transfer Request (TR) fields mapped to SF-258

SF 258 EXAMPLE—NOT VALID DOCUMENT

AGREEMENT TO TRANSFER RECORDS TO THE NATIONAL ARCHIVES OF THE UNITED STATES		1. INTERIM CONTROL NO. <i>(NARA Use Only)</i>
TERMS OF AGREEMENT		
<p>The records described below and on the attached ____ pages are deposited in the National Archives of the United States in accordance with 44 U.S.C. 2107. The transferring agency certifies that any restrictions on the use of these records are in conformance with the requirements of 5 U.S.C. 552.</p> <p>In accordance with 44 U.S.C. 2108, custody of these records becomes the responsibility of the Archivist of the United States at the time of transfer of the records. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 36 CFR XII, 36 CFR Part 1256, and such other rules and regulations as may be prescribed by the Archivist of the United States (The Archivist). Unless specified and justified below, no restrictions of the use of these records will be imposed other than the general and specific</p>		<p>restrictions on the use of these records will be imposed other than the general and specific restrictions on the use of records in the National Archives of the United States that have been published in 36 CFR Part 1256 or in the <i>Guide to the National Archives of the United States</i>. The Archivist may destroy, donate, or otherwise dispose of any containers, duplicate copies, unused forms, blank stationery, nonarchival printed or processed material, or other non-record material in any manner authorized by law or regulation. Without further consent, the Archivist may destroy deteriorating or damaged documents after they have copied in a form that retains all of the information in the original document. The Archivist will use the General Records Schedule and any applicable records disposition schedule (SF 115) of the transferring agency to dispose of nonarchival materials contained in this deposit.</p>
<p>2A. AGENCY APPROVAL</p> <p>Signature <u>DoD RECORDS OFFICER</u> Date _____</p>	<p>3A. NARA APPROVAL</p> <p>Signature <u>NARA OFFICIAL</u> Date _____</p>	
<p>2B. NAME, TITLE, MAILING ADDRESS</p> <p>DoD Records Officer</p>	<p>3B. NAME, TITLE, MAILING ADDRESS</p> <p>NARA OFFICIAL Special Media Archives Services Division (NWCS) NARA, 8601 Adelphi Road College Park, MD 20740-6001</p>	

Agency
Approving
Official



SF 258 EXAMPLE—NOT VALID DOCUMENT

NARA PROVIDES

15. SHIPPING INSTRUCTIONS TO AGENCIES/REMARKS REGARDING DISPOSITION		RG 330
16. RECORDS ACCEPTED INTO THE NATIONAL ARCHIVES OF THE UNITED STATES Signature _____ Date _____		17. NATIONAL ARCHIVES ACCESSION NO.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

SF 258 (9/95)
Prescribed by NARA 36 CFR 1228

LTI: Legal Custody Accepted captured on the Legal Transfer Instrument (LTI) Signatory Tab, not on the Transfer Request.